<u>SLC Portal</u>

On the opening page, the SLC Hotline daily numbers appear for Drug Court, Mental Health Court and Pretrial.

Click on **AGENCY LOG-IN** and use the log in name and password to log in to the SLC Portal.

Once inside the portal on the main page, articles and notices of interest will be posted. From this page you can chose from the following options:

Screening Results

This option will allow the user to view or print drug screen results for a particular day, month, or by name.

Reports

This option will allow the user to view or print a report based on the outcome.

Print Options

This option will allow the user to view or print all the results for a particular person.

Once the user is ready to print a report, an option appears to choose either PDF or Excel format.